

RADIO COMMUNICATIONS TECHNICIAN

FUNCTION OF THE JOB

Under supervision, to perform specialized technical work in the installation, repair, and maintenance of trunked radio, FM land mobile, mobile data, and microwave communications systems and equipment; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Installs, repairs, and maintains a variety of FM land-mobile, mobile data, microwave, trunked radio, and base transmitter communications systems and electronic equipment such as hand-held and mobile radios, pagers, base transmitters, mobile data terminals, microwave units, communications consoles, system controllers, and system management terminals.
2. Performs set-up, modifications, and upgrades to equipment by programming basic and customized specifications, configurations, and priority levels; and by installing software.
3. Tests operational parameters of equipment to ensure compliance with specifications, FCC rules and compatibility with users' system and the trunked radio system.
4. Diagnoses and isolates malfunctions in a wide variety of equipment; researches technical service manuals and reviews schematic diagrams; performs maintenance and repairs to the component level; and tests equipment for proper functioning.
5. Performs installation of communications systems and consoles (9-1-1 dispatch centers).
6. Maintains and repairs the mobile data and microwave system infrastructures.
7. Performs scheduling and prioritization of routine repairs and maintenance, and responds to requests for service.
8. Provides information to and trains users on an individual and group basis in the proper operation, usage, and care of, and in the federal rules and regulations concerning electronic and communications equipment.
9. Provides accurate and detailed records of services performed on automated database system including time spent on service, parts used, and other relevant information for billing and costing purposes.
10. Provides emergency service response (on call status) on a 24 hour per day/7 day per week basis.
11. Maintains testing and repair equipment, tools, and work space.
12. Establishes and maintains effective working relationships with other County departments, outside organizations, vendors, and co-workers.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of the methods, procedures, specifications, and equipment used in the operation of trunked radio, land-mobile, mobile data, and microwave communications systems.
2. Considerable knowledge of the techniques, methods, procedures, and tools used in the installation, repair, and maintenance of land-mobile, mobile data, and microwave communications systems and electronic equipment.
3. Considerable knowledge of the operational theory, parameters, and applications of radio frequency (RF) technologies, including digital, microprocessor, microwave, and trunked radio, and of RF-related mathematics, circuit design, and electronics. Considerable knowledge of computer based network systems and equipment, such as 800 MHZ trunked radio simulcast system and mobile data terminal system, including computerized diagnostics and operational controls.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

4. Considerable knowledge of the use, operation, calibration, and care of various electronic tools and diagnostic equipment and software.
5. Considerable knowledge of the state and federal rules, regulations, codes, and standards governing radio communications operations and installation.
6. Ability to diagnose problems, and make repairs at the component level.
7. Ability to read and understand complex schematic diagrams and instruction manuals.
8. Ability to train users in the proper usage of communications and electronic equipment.
9. Ability to use computer system and database application to provide accurate and detailed records.
10. Ability to communicate effectively, both orally and in writing and to maintain accurate and detailed records using the computer system and database applications.
11. Ability to establish and maintain effective working relationships.

Training and Experience

1. High school graduation or GED equivalent.
2. Three (3) years of post high school work experience in the installation, repair, or maintenance of FM land-mobile, mobile data, or microwave communications equipment or consoles.
3. Post high school education at a technical school, college, or university in two-way radio communications design or servicing, or in electronics or a closely related field with coursework in two-way radio communications may be substituted for one (1) year of the work experience requirement.